

BWVC Regular Meeting

7:30PM at the BWVC

Monday, January 20, 2020

Attendees: Maria Burslem, Pam Cohen, Denis O'Regan, Toby Ridings, Kenneth Rosenberg, Debbie Sheiker, Mary Young.

Proposed agenda approved.

Minutes from October and December 2019 meeting approved.

Chairpersons Report:

Roof Leak:

- Phase 1 – remove tiles and insulation over the stage to observe the conditions
- Phase 2 – install new dropped ceiling, repair roof
 - For Phase 2, we will need hard costs for sub-contractor
 - This work is outside of the scope of Jeremy's employee responsibilities. If he is chosen to do the work, a certificate of insurance will need to be provided before he can undertake this work

Storage:

- Inventory of items currently stored at Randy's needs to be relocated to the Buzz asap.
- Room 4
 - Pantry closet and storage issues
 - Pantry needs new shelving
 - Remove the existing Awakened Heart credenza
 - Chair storage is an issue
 - 126 new chairs
 - 11 black chairs (used for Strength and Mobility)
 - 37 green bucket chairs (ACRA and fair use)
 - Discuss with ACRA about storing in one of the sheds
 - Donate pink arm chairs to Gild Hall for their use
 - Denis to offer this for use of older residents at the dinners
 - Consider movable partition and/or drapery panels
 - Patrick stored the chairs on the stage behind a curtain
 - Demo the closet outside of Room 4
 - Demo lower shelves to create chair and/or table storage
- The committee recommended relocating items from Randy's and then assessing our true storage needs; creating a plan to address
- The ping pong table is currently located outside near one of the ACRA sheds. Need to discuss removing and/or storing with ACRA

Parking:

- The committee needs to ascertain how many times a year the green is used for parking for BWVC events.
 - The committee discussed and determined that it is used an average of twice a month for events
 - This number will be reported at the Town Meeting

Nominees for the BWVC Committee:

- Debbi and Mary's terms are up
 - Both will re-run
- Two more nominees are needed. The deadline is March 2nd.
- There is a nominee form on the website. All candidates are invited to submit a write-up of their qualifications and why they wish to serve
- Voting is March 23rd.

Coffee House Door Coverage:

- Coffee House personnel needs to cover the door and collect the cover fee. Denis has attempted to address with Frank.

Rug Donation:

- Maria reported that the donor has requested a letter for tax purposes. Denis to provide a letter thanking her for the donation

HVAC Cleaning:

- Units not initially cleaned need to be addressed. Pam to contact vendor

Building Manager's Report (*see also attached Building Manager's Report from Pam*):

User surveys

- Pam has created user surveys to continue to improve the rental experience at the BWVC
 - Committee members are asked to review and provide feedback
- Memorial service policy
 - Committee has agreed to a \$75 fee as policy
 - 125 maximum capacity
 - 4 hours duration (including set-up and take-down)

Program Report (*see also attached Program Report from Toby*):

Coffee House

- 68 attendees
- \$513 total donations
- Per Pam, door attendees need to start at 5:30pm

The meeting was adjourned at 9:50pm.

Buzz Manager's Report January 20, 2020

David and Jeremy are working schedule of every other week well. Just needed to clarify start and stop day and times. All on same page now.

Thank you to Mary Young for her help with editing the surveys. She suggested that they be sent out via email. Totally agree. Unsure about the regular rentals. I would like to use responses as testimonials for website but need help on learning how to do that.

Community Events in question:

Kerri Sheppard was sent to us via Jeff Politis. Need to discuss if this is even an issue.

Attached are copies of her original email.

Hunter Clarke Fields-Attached

Emily Anne Ferrell-Attached

AED training scheduled for February 23. Sending out email to all series renters, government programs and community event renters.

Operating Issues:

Need to bring up what we're doing with electric. Have two bids but want to know if I should start setting up electrician?

Sent in check with paperwork for License renewal. Haven't heard as of today.

Told Jeremy to wait on opening up the stage. Both rentals on Jan 11th wanted the stage for music and plays. Jeremy was getting his license to me but had to check on renewal.

Water delivery set up for 1.28.20. Sent text to Jeremy and David to have bottles outside.

David bought pet friendly ice melt at Action Hardware.

Room 3 will be scheduled for the linseed oil treatment beginning of March. Owner of company had a bypass and can't start work again until cleared by MD.

Solar Reading: 33744 1.13.2020.

Marketing:

More flyers up at Booths corner and Brew ha ha. Left message for Athletic programs to place ads for spring.

Our Indian group has paid off! Booked one graduation party in June. Renting the whole place!

Thank you for the opportunity to present this report.

Regards

Pam Cohen

1/20/2020

BWVC PROGRAM REPORT BETWEEN: 12/16/19 – 1/20/2020

Friday Night Programming:

Coffee House- 1/10/20, Oscar Compo Opening act. Attendance - Good, 68 people. A young crowd in the beginning. Randy asked for front table donation volunteers the day before CH. This seems to be an area that needs direction. Pam and Clay covered it until 10PM. There was a situation at the front table with a mother of a student. Questions are being asked about the status of CH as a "free community" event. CH falls under BWVC programming, the same as Art-loop, Strength and Mobility, Yoga, Monday Night Studio and Arden Bookies. Goal of programming is to be revenue neutral. Expenses include utilities, staff and supplies. These are covered in part by donations from participants. Donations \$513.00, excellent for January. Band donations \$300.00. Donations are on the increase. Confirm suggested donation of \$5.00 for adults \$1.00 students. Children under 6 free and must be accompanied by a parent.

Art Loop Arden- No art loop in January. Next Art Loop 2/7/20 AJ Stalloni. Bernedette paid \$300.00 for advertising and will need to be reimbursed. Invoice sent to Pam Cohen.

On going monthly programming:

Mobility Class – Cecilia Vore, organizer, Tues. and Thursdays 2-3PM BWVC. Rm 1.

Art studio at the Buzz – Jeanne Orr, organizer. Monday nights. 7-9PM. Has become more popular and better attended.

Yoga – with Barb McAnany , 8:30 AM on Saturday mornings.

Arden Bookies- Community book club. First Monday.

Laughter Yoga: Thursday nights. Attendance and donations are good. Had to cancel classes from Jan16th - Thru end of February. They would like to resume in March.

Community event requests:

Kerri Sheppard, Tinkergarten: outdoor play-based class for kids and their parents. Asking for a free trial session then paid classes for 6 weeks. 9:45AM-11:00AM Thursday mornings. Referred by Jeffery Politis.

Emily Ferrell: Asking for a confirmation date June 16-19 2021.

Amber DiMichele: Education workshop about taxes in retirement. Feb 25&27 or March 3&5.

Mural and Rug: Frames for rooms 1 and 2.

PPP: August 29, 2020, Our 15th year. Clay and I attended a Mind, Body, Spirit expo in North East Maryland to troll for vendors. We discovered that there was much interest and made many good contacts. One of which called me today. I will only have about 20 hours of volunteer time to donate this year. My daughter is graduating in May and we are driving to Florida at a critical time for closing out the vendor list. A will be traveling through out the summer.

Respectfully submitted,

Toby Ridings